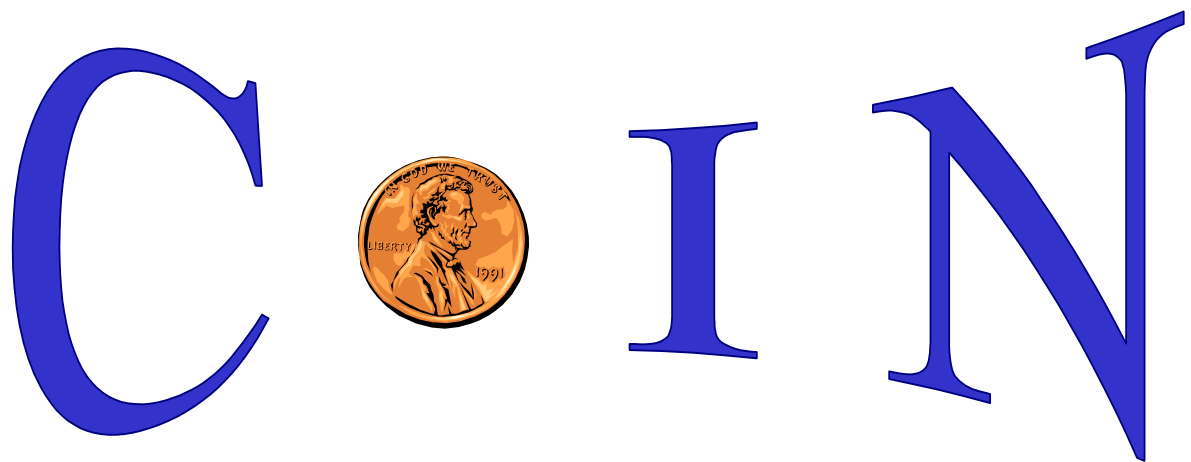


Constitutional Officer Information Network



Budget Request Guide

Commonwealth Attorney

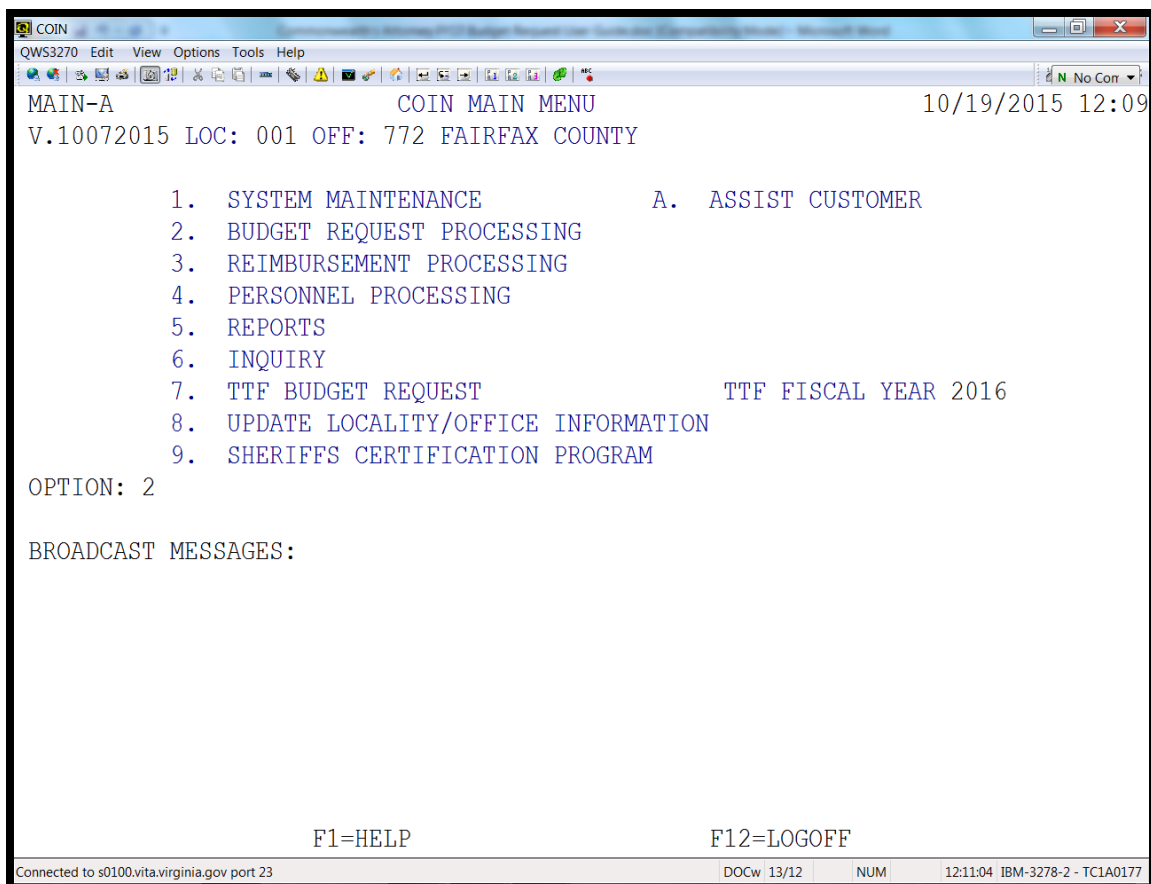
**Compensation Board
December 1, 2018**

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1. COIN MAIN MENU



- Select Option #2 “Budget Request Processing”



2. Main Menu - Option #2, Budget Request (OLB) Menu

Purpose:

The Budget Request menu is accessed from the COIN main menu. All Budget Request functionality will be accessed through this menu. A user may choose to view the Permanent Personnel data sorted by Last Name, or Position Number. The user may also select a starting value whereby the Permanent Personnel screen will display the record requested or the next record in the sort sequence if the requested record was not found.

Navigational Path

- Coin Main Menu – Select Option #2, COIN Budget Request

COMMONWEALTH ATTORNEY's

```

COIN
QWS3270 Edit View Options Tools Help
MAIN-A COIN MAIN MENU 10/19/2015 12:09
V.10072015 LOC: 001 OFF: 772 FAIRFAX COUNTY

1. SYSTEM MAINTENANCE A. ASSIST CUSTOMER
2. BUDGET REQUEST PROCESSING
3. REIMBURSEMENT PROCESSING
4. PERSONNEL PROCESSING
5. REPORTS
6. INQUIRY
7. TTF BUDGET REQUEST TTF FISCAL YEAR 2016
8. UPDATE LOCALITY/OFFICE INFORMATION
9. SHERIFFS CERTIFICATION PROGRAM

OPTION: 2

BROADCAST MESSAGES:

F1=HELP F12=LOGOFF
Connected to s0100.vita.virginia.gov port 23 DOCw 13/12 NUM 12:11:52 IBM-3278-2 - TC1A0177
    
```

Helpful Hints:

- COIN Budget Request Menu provides access to other related screens
- Locality and office code will be displayed by COIN when you log into the COIN system
- 'FY' - The upcoming fiscal year will be pre-filled on your COIN Budget Request Menu
 - ✓ If you wish to view a prior fiscal years Budget Request, type over the supplied fiscal year
- If the required fields have not been completed, the system will not allow you to certify your Budget Request

Budget Request Menu- continued

MCB0 COIN BUDGET REQUEST 2015-10-19 12:12
V.10152014 FY: 2017 LOC: 001 OFF: 772 ACCOMACK COUNTY
OFFICE: COMMONWEALTH ATTORNEY OFFICER: GR AGAR
BUDGET REQUEST MENU

1. PERMANENT PERSONNEL SORTED BY
LAST NAME OR STARTING LAST NAME: _____
X POSITION NUMBER OR STARTING POSITION NUMBER: _____
ENTER "X" FOR SORT ORDER ONLY
2. ADDITIONAL EMPLOYEE REQUEST
3. TEMPORARY PERSONNEL FUNDING REQUEST
4. FULL OR PARTIALLY FUNDED PERSONNEL
5. OFFICE EXPENSE FUNDING
6. EQUIPMENT (EXCLUDING CLERKS)
7. RECORD WORKLOAD INFORMATION
8. UPDATE LOCALITY INFORMATION
9. SPECIAL PROGRAM CERTIFICATION
10. CERTIFY BUDGET REQUEST
11. COMMENTS
12. COMPENSATION BOARD FUNCTIONS

OPTION 1

F1=HELP F3=MENU F4=TOTALS F12=MAIN

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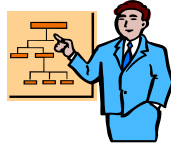
Helpful Hints (Continued):

- The 'Last Name' sort is the default sort option if no sort option is selected or no partial entry is found
 - ✓ The user may enter an 'X' in the 'Last Name' sort field to start at the 1st name listed alphabetically for your office, or
 - ✓ Tab to the 'Starting Last Name' field and input the Last Name of the employee you choose to start the sort
 - ✓ If a starting point or partial initial selection is selected but not found, the Permanent Personnel screen will be displayed starting at the next closest record
 - ✓ Only one sort order option or full/partial starting key may be chosen
- Screen selections #2 through #11 are accessed by entering the choice into the "Option" field in the lower left hand corner of the screen
 - ✓ Invalid option will result in an error message.

Procedures:

- Select an 'Option' ____
 - ✓ If Option #1, Permanent Personnel, input 'X' next to the sort order you want to view
- 'F' Function Hot Keys allow back and forth movement between commonly used screens
- Press 'F3' or 'F12' to exit the screen to the COIN Main Menu

**CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)**



3. Option #1, Permanent Personnel

Purpose:

The Permanent Personnel Request Screen is accessed from the COIN Budget Request menu. This screen allows the user to review and update the Permanent Personnel for the Budget Request. The user may update the Local Salary, Salary Amount Requested and Class Change. The Compensation Board (CB) may update Annual Salary, Salary Amount Requested and Class fields. Totals for various fields may be accessed from this screen.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #1, Permanent Personnel

COMMONWEALTH ATTORNEY's

COIN									
QWS3270 Edit View Options Tools Help									
MCB1 COIN BUDGET REQUEST 2014-11-17 12:13									
V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY									
PERMANENT PERSONNEL SORTED BY POSITION NUM									
CHG	POS	SSN	LAST NAME	FIRST NAME	SALARY	AMT REQ	SALARY	CLASS	CLASS
		ANNUAL	LOCAL		SUPPL	ABOVE	AMT REQ		CHANGE
		APPROVED	SALARY						
	00001	*****2222	SNOWMAN	FROSTY					
		117173	117173		0	0	117173	ATTY	_____
	00002	*****2222	WHO	CINDY					
		24435	24435		0	0	24435	AAIL	_____
	00003	*****2222	MAYWHO	MARTHA					
		73936	70628		3308	0	73936	ATTIV	_____
									TOTAL
									0008
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN									
Connected to s0100.vita.virginia.gov port 23									
11/25 NUM 12:13:10 IBM-3278-2 - TC1A0102									
12:13 PM 11/17/2014									

Compensation Board

Last Updated: 12/5/2018 at 1:46 PM

Option #1, Permanent Personnel

COIN

QWS3270 Edit View Options Tools Help

MCB1 COIN BUDGET REQUEST 2014-11-17 12:13

V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG	POS	SSN	LAST NAME	FIRST NAME	CLASS	CLASS CHANGE
		ANNUAL APPROVED	LOCAL SALARY	SALARY AMT REQ SUPPL ABOVE	SALARY AMT REQ	
	00001	*****2222 117173	SNOWMAN 117173	0	FROSTY 0 117173	ATTY
	00002	*****2222 24435	WHO 24435	0	CINDY 0 24435	AATII
	00003	*****2222 73936	MAYWHO 70628	3308	MARTHA 0 73936	ATTIV
						TOTAL 0008

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

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11/25 NUM 12:13:10 IBM-3278-2 - TC1A0102

12:13 PM 11/17/2014

Helpful Hints:

- Option #1, Permanent Personnel screens display salaries for all CB funded employees
- This screen displays each position record for your office
 - ✓ If needed, multiple screens will be displayed to view all position records for your office
- If salary adjustments are made to the 'Salary Amount Requested', COIN will calculate the difference from the CB annual salary approved and place the difference in the amount requested above field
- Personnel changes (CB10s) processed during the time period that the online budget system is available to your office will automatically update personnel and salary data in COIN
 - ✓ The processing of a CB10 could eliminate any salary increase and/or change requests previously entered on this screen for the affected position if the officer has not yet signed off on the completed budget request
- The following codes may be listed in the 'CHG' data field
 - ✓ Blank Space = No CB10 action taken
 - ✓ 'C' = CB10 Change
- If the type of request entered for the affected position prior to the personnel change is still desired after the personnel change, the request must be re-entered on the Permanent Personnel screen in Budget Request prior to sign off by the officer

Option #1, Permanent Personnel

COIN

QWS3270 Edit View Options Tools Help

MCB1 COIN BUDGET REQUEST 2014-11-17 12:13

V.05062014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

PERMANENT PERSONNEL SORTED BY POSITION NUM

CHG	POS	SSN	LAST NAME	FIRST NAME	CLASS	CLASS CHANGE	
		ANNUAL APPROVED	LOCAL SALARY	SALARY SUPPL	AMT REQ ABOVE	SALARY AMT REQ	
	00001	*****2222 117173	SNOWMAN 117173		0	FROSTY 0 117173	ATTY
	00002	*****2222 24435	WHO 24435		0	CINDY 0 24435	AATII
	00003	*****2222 73936	MAYWHO 70628	3308	0	MARTHA 0 73936	ATTIV
						TOTAL 0008	

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/25 NUM 12:13:10 IBM-3278-2 - TC1A0102

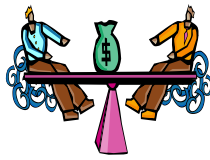
12:13 PM 11/17/2014

PROCEDURES:

Annual Approved:	Supplied by CB (Can be changed by CB)
Local Salary:	Enter the <u>total salary</u> for each position including locality supplement if applicable. If no local supplement funded press Enter and CB Annual Approved Salary will be used.
Salary Suppl:	Calculated for you = Total Locality amount minus the Compensation Board Approved Salary gives you the salary Supplement
Amt Req Above:	Calculated for you = Salary Amount Requested – Annual Salary gives you amount requested above
Sal Amt Req:	Entered by Officer or Compensation Board
Class:	Supplied by system
Class Change:	Enter the class you are requesting for a salary alignment for the employee currently in this position.

- After all requested data has been entered, press “Enter” to update
- Press ‘F8’ to proceed to the next screen
- Press ‘F3’ to exit the screen to the Budget Request Menu
- Press ‘F4’ to display “Totals” for your office

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)



4. Option #2, Additional Personnel Request

Purpose:

The Additional Personnel Request Screen is accessed from the COIN Budget Request menu. This screen will allow the User to Request Additional Personnel. The User may request additional personnel by Class type.

Navigational Path:

- Coin Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #2, Additional Personnel Request

COIN
QWS3270 Edit View Options Tools Help
MCB2 COIN BUDGET REQUEST 2014-11-17 12:14
V.01202008 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

ADDITIONAL PERSONNEL REQUEST

CLASS	ENTRY LEV SAL	NUM OF POSITIONS	TOTAL AMT REQ
ATTI	52909 *	■	
PA	24435 *		
SEC	24435 *		
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
			TOTAL 0003

BOTTOM OF DATA
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU
Connected to s0100.vita.virginia.gov port 23 8/25 NUM 12:14:47 IBM-3278-2 - TC1A0102
12:14 PM 11/17/2014

Helpful Hints:

- Complete this section to request additional full-time CB funded positions of a predefined class, or
- Complete this section to request additional full-time CB funded positions other than a predefined class
- Blank data fields (Class, Entry Level Salary and Number of positions) are provided to enter request for Additional Personnel other than pre-listed CB classes and/or salaries
- COIN calculates the total amount for each class based on the number of positions requested
- 'Number of Positions' fields **are required**, you must enter a '0' or the number of additional full-time CB funded positions requested

- Any new positions approved by the General Assembly or any reallocated positions will be allocated by the Compensation Board in FY18, as they were in FY17, based upon the request and in accordance with the Compensation Board's staffing standards
- A valid CB Class must be entered; the salary request must be between minimum and maximum of pay band of class requested

COIN

QWS3270 Edit View Options Tools Help

MCB2 COIN BUDGET REQUEST 2014-11-17 12:14

V.01202008 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

ADDITIONAL PERSONNEL REQUEST

CLASS	ENTRY	NUM OF	TOTAL AMT
	LEV SAL	POSITIONS	REQ
ATTI	52909 *	█	
PA	24435 *		
SEC	24435 *		
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
_____	_____	_____	
			TOTAL
			0003

BOTTOM OF DATA

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23

8/25 NUM 12:14:47 IBM-3278-2 - TC1A0102

12:14 PM 11/17/2014

Class:	Supplied by CB. If the supplied class is not the class you wish to add, tab to the blank field under the class column and input the class code you wish to request. Valid CB Class must be entered, if unknown, see salary scales in the Appendix.
Entry Level	Supplied by CB. If the supplied salary is not the salary you wish to request, tab to the blank field under the 'Entry Level' column and enter the salary you wish to request
Number of Positions:	Enter the number of positions you are requesting
Blank Fields (Other)	Enter Class, Salary and number of positions requested

- Compensation Board**
COIN Reimbursement Process User Guide
 Last Updated: 12/5/2018 @1:46 PM



5. Option #3, Temporary Personnel Fund Request

Purpose:

The Temporary Personnel Request Screen is accessed from the COIN Budget Request menu. The Temporary Personnel Request Screen allows the user to review or update the total dollar amount requested for the Temporary Personnel funding in the Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #3, Temporary Personnel Request

COMMONWEALTH ATTORNEY's								
<div style="display: flex; justify-content: space-between; font-size: small;"> COIN QW53270 Edit View Options Tools Help </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> MCB3 COIN BUDGET REQUEST 2014-11-17 12:23 </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> V.03152010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY </div>								
<p>TEMPORARY PERSONNEL FUNDING REQUEST</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">BASE AMOUNT APPROVED</th> <th style="text-align: center;">TOTAL REQUESTED</th> <th style="text-align: center;">AMOUNT REQUESTED ABOVE/ BELOW</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">29013</td> <td style="text-align: center;">29013</td> <td style="text-align: center;">0</td> </tr> </tbody> </table>			BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE/ BELOW	29013	29013	0
BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE/ BELOW						
29013	29013	0						
<div style="display: flex; justify-content: space-between;"> F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN </div> <div style="display: flex; justify-content: space-between; font-size: x-small;"> Connected to s0100.vita.virginia.gov port 23 10/33 NUM 12:23:44 IBM-3278-2 - TC1A0102 </div>								

Helpful Hints:

- The budgeted amount for the prior fiscal year for Temporary Employee funding is displayed in 'Base Amount Approved' column
- The 'Total Requested' data field should reflect your total request needed for Temporary Personnel funding
 - ✓ If no additional funds are needed above the 'Base Amount Approved', enter the 'Base Amount Approved' as your total request for Temporary Personnel
 - ✓ If additional or reduced funding is reflected in the 'Total Request' data field, the 'Amount Requested Above/Below' will be recalculated
- Check the Base Amt Approved to your Original July 1 Approved Budget to make sure that fund transfers approved during the current year are not included in this figure, unless the approved Compensation Board minutes state that this is a Base Budget Adjustment

Option #3, Temporary Personnel Fund Request

COIN BUDGET REQUEST 2014-11-17 12:23

MCB3
V.03152010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

TEMPORARY PERSONNEL FUNDING REQUEST		
BASE AMOUNT APPROVED	TOTAL REQUESTED	AMOUNT REQUESTED ABOVE/ BELOW
29013	29013	0

F1=HELP F3=MENU F4=TOTALS F9=FUNDING F12=MAIN

Connected to s0100.vita.virginia.gov port 23 10/33 NUM 12:23:44 IBM-3278-2 - TC1A0102 12:23 PM 11/17/2014

Procedures:

Base Amt Approved: Supplied by COIN
Total Req: Enter your 'Total Request' for temporary funding
Amt Req Above/Below: This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

Purpose:

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #4, Fully or Partially Funded Positions

- This screen should be used to enter salary information of positions fully or partially funded by the Compensation Board, the Locality or other sources
- This **does not** include positions identified as current permanent employees under Option #1, which may be supplemented by another source
- Upon entry of the required fields, the system will calculate the fund amount for each person and the total funds for your office
- For each temporary employee for whom reimbursement will be requested from CB approved temporary personnel funding, last name, first name, class, hourly rate, planned number of hours to be reimbursed for the fiscal year and the source(s) of funding for the personnel must be provided
 - ✓ If employee is unknown, key 'Vacant' in the 'Last Name' data field
 - ✓ Annual hours cannot exceed 2,080 per individual
 - ✓ Enter "X" in at least one fund source field
 - ✓ 'X' may be entered in as many of the Fund Source fields as are applicable for that record

Option #4, Fully Or Partially Funded Positions

[illegible]

Procedures:

Del:	Enter 'D' to delete entry
Last Name:	Enter the employee's last name; if Vacant, type "Vacant"
First Name:	Enter the employee's first name if known; if 'Vacant' this data field may be left blank because the system will look for 'Vacant' in the 'Last Name' data field
Class:	Enter the employee's class (Does not have to be a CB classification)
Hourly Rate:	Enter the employee's hourly wage rate
Annl Hours:	Enter the total number of hours worked <u>annually</u>
Tot Funds:	This field will be calculated for you
CB:	Enter "X", if employee is partially or fully funded by the CB from temporary personnel funds
Loc:	Enter "X", if employee is partially or fully funded by the Locality
Fed:	Enter "X", if employee is partially or fully federally funded
Other:	Enter "X", if employee is partially or fully funded by other sources

- Press the “Enter” key after completing the information requested
- Press ‘F8’ for next blank page when applicable
- Press ‘F3’ to exit the screen to the Budget Request Menu



7. Option #5, Office Expense Funding Request

Purpose:

The Office Expense Funding Request screen is accessed from the COIN Budget Request menu. The Office Expense screen allows the user to review or update the total dollar amount requested for the Office Expense Budget request.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #5, Office Expense Funding Request

COMMONWEALTH ATTORNEY's			
<div style="display: flex; justify-content: space-between;"> COIN QWS3270 Edit View Options Tools Help No Con </div> <div style="display: flex; justify-content: space-between;"> MCB5 COIN BUDGET REQUEST 11/17/2014 12:25 </div> <div style="display: flex; justify-content: space-between;"> V.11292010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY </div>			
OFFICE EXPENSE FUNDING REQUEST			
STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS) POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED), REPAIRS TO OFFICE FURNITURE AND EQUIPMENT, OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES			
OFFICER AMTS CB AMTS	BASE AMT APPROV	TOTAL REQ	AMT REQ ABOVE/ BELOW
	4,893	4893	0
<div style="display: flex; justify-content: space-between;"> F1=HELP F3=EXIT F4=TOTALS F12=MAIN </div>			

Helpful Hints:

- The total office expenses for the prior year will be displayed as your 'Base Amount Approved'
- This screen allows you to request an increase or decrease to your office expense funding or retain the same amount in the "Total Request" field
- COIN will recalculate the 'Amount Requested Above/Below' based on the 'Total Request' entered
- Participation of the Compensation Board in Office Expenses is limited to certain items as provided by the Code of Virginia (1950), as amended
 - ✓ Any additions or transfers made during the current fiscal year may be included in the supplied figures
 - ✓ Check the supplied amount to the original Compensation Board approved Budget, or approved minutes for changes affecting the base budget.

Option #5, Office Expense Funding

COIN
QWS3270 Edit View Options Tools Help

MCB5 COIN BUDGET REQUEST 11/17/2014 12:25
V.11292010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

OFFICE EXPENSE FUNDING REQUEST

STATIONERY, OFFICE SUPPLIES, PRINTING (FORMS AND LETTERS)
POSTAGE/BOX RENTAL, TELEPHONE (TAX EXCLUDED),
REPAIRS TO OFFICE FURNITURE AND EQUIPMENT,
OTHER NECESSARY EXPENSES INCLUDING ASSOCIATION DUES

	BASE AMT APPROV	TOTAL REQ	AMT REQ ABOVE/ BELOW
OFFICER AMTS	4,893	4893	0
CB AMTS			

F1=HELP F3=EXIT F4=TOTALS F12=MAIN

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12:25 PM 11/17/2014

Procedures:

- Press the "TAB" key to go to the next field of entry

Base Amt Approved:	Supplied by COIN
Total Request:	Enter your 'Total Request' for office expense funding
Amt Req Above/Below:	This field will be calculated for you

- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu
- Press 'F4' to display "Totals" for your office

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)



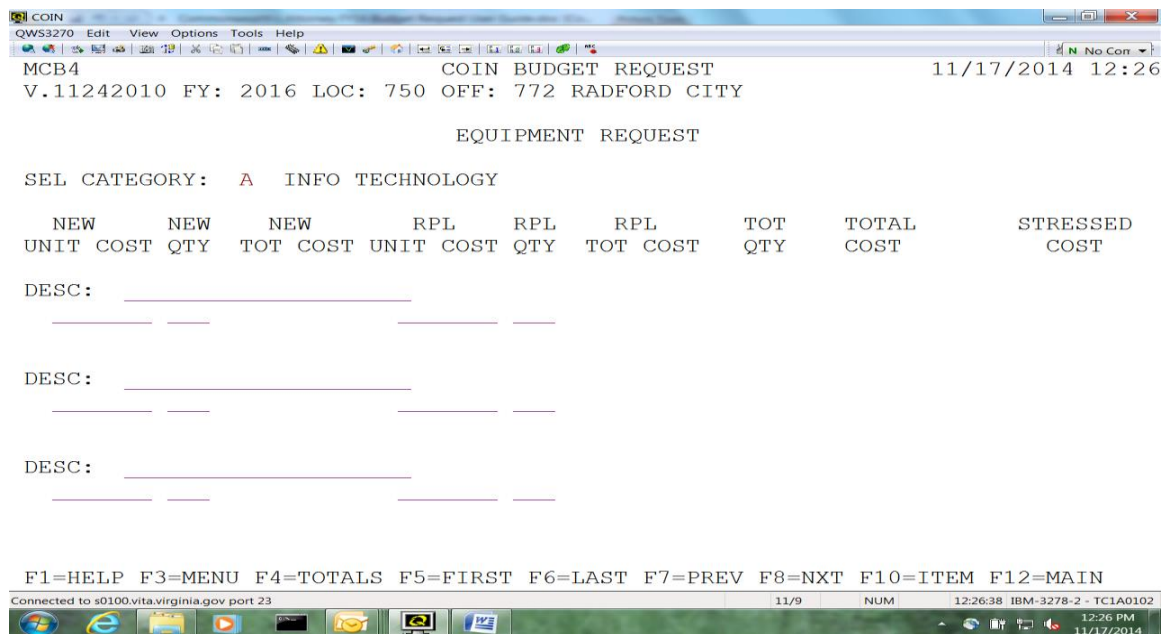
8. Option #6, Equipment

Purpose:

The Equipment Request Screen is accessed from the COIN Budget Request menu. Requests for Equipment are made by Category and costs are calculated by quantity.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #6, Equipment



COIN

QWS3270 Edit View Options Tools Help

MCB4 COIN BUDGET REQUEST 11/17/2014 12:26

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

NEW UNIT COST QTY	NEW TOT COST	RPL UNIT COST QTY	RPL TOT COST	TOT QTY	TOTAL COST	STRESSED COST
DESC: _____						
DESC: _____						
DESC: _____						

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/9 NUM 12:26:38 IBM-3278-2 - TC1A0102 12:26 PM 11/17/2014

Helpful Hints:

- The system will calculate the total amount for each equipment item requested and the total amount for all items for your office
- These screens allow the user to request Information Technology (IT) equipment items along with the unit cost and quantity
- NOTE: The Compensation Board may require justification for these items upon review of your budget request.

Option #6 Equipment

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE

COIN

QWS3270 Edit View Options Tools Help

MCB4 COIN BUDGET REQUEST 11/17/2014 12:30

V.11242010 FY: 2016 LOC: 775 OFF: 772 SALEM CITY

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

NEW	NEW	NEW	RPL	RPL	RPL	TOT	TOTAL	STRESSED
UNIT	COST	QTY	TOT	COST	UNIT	COST	QTY	TOT
COST								COST
DESC: _____								
DESC: _____								
DESC: _____								

F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/9 NUM 12:30:30 IBM-3278-2 - TC1A0102 12:30 PM 11/17/2014

Procedures:

- User will select and input the equipment category they wish to request
 - ✓ Category 'A', IT Equipment
 - ✓ Category 'B', Office Equipment
 - ✓ Category 'C', Furniture
 - To proceed to your next equipment category, enter in your next 'SEL CATEGORY'
- | | |
|--|---|
| Desc:
New Unit Cost:
New Qty:
New Total Cost:
RPL Unit Cost:
RPL Qty:

RPL Total Cost:
Total Qty:
Total Cost:
Stressed Cost: | List requested equipment or utilize the 'F1' help function
Enter unit cost of the new equipment requested
Enter the quantity here, if this is New equipment not presently owned
Calculated
Enter unit cost of the replacement equipment requested
Enter the quantity here, if this is Replacement equipment for existing equipment being replaced
Calculated
Calculated (New + Replacement)
Calculated (New + Replacement)
Calculated (See Operating Manual) |
|--|---|
- Press the "Enter" key after all information has been entered
 - Press 'F8= Next' key to proceed to the next screen if additional screens are needed for your equipment request
 - Press 'F3 = Exit' to exit the screen to the Budget Request Menu
 - Press 'F4 = Totals' to display "Totals" for your office

Option #6, Equipment

COMMONWEALTH ATTORNEY's

Category A – Information Technology (It) Equipment

MCB4 COIN BUDGET REQUEST 11/17/2014 12:28
V.11242010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

EQUIPMENT REQUEST

SEL CATEGORY: A INFO TECHNOLOGY

NEW UNIT COST QTY	NEW TOT COST	RPL UNIT COST QTY	RPL TOT COST	TOT QTY	TOTAL COST	STRESSED COST
DESC: PC 1200 2	2400			2	2400	2,400.00
DESC: PRINTER 600 1		600 1	600	1	600	600.00
DESC:						

RECORD UPDATED SUCCESSFULLY
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN

Help Pop-Up Screens - Within Alpha Data Fields (Resqportal Only)

- Utilize 'F3 =Exit' to close the help window
- Utilize 'F7 = Previous' to move to the previous screen
- Utilize 'F8= Next' to move to other listed equipment categories

Option #6, Equipment

COMMONWEALTH ATTORNEY's

Category B – Office Equipment

COIN
QWS3270 Edit View Options Tools Help
MCB4 COIN BUDGET REQUEST 11/17/2014 13:18
V.11242010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

EQUIPMENT REQUEST

SEL CATEGORY: B OFFICE EQUIPMNT

NEW UNIT	NEW COST	NEW QTY	NEW TOT COST	RPL UNIT	RPL COST	RPL QTY	RPL TOT COST	TOT QTY	TOTAL COST	STRESSED COST
DESC: COPIER					4000	1	4000	1	4000	4,000.00
DESC: SCANNER	500	1	500					1	500	500.00
DESC:										

RECORD UPDATED SUCCESSFULLY
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN
Connected to s0100.vita.virginia.gov port 23 11/9 NUM 13:19:06 IBM-3278-2 - TC1A0102 1:19 PM 11/17/2014

Category C – Furniture Equipment

COIN
QWS3270 Edit View Options Tools Help
MCB4 COIN BUDGET REQUEST 11/17/2014 13:20
V.11242010 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

EQUIPMENT REQUEST

SEL CATEGORY: C FURNITURE

NEW UNIT	NEW COST	NEW QTY	NEW TOT COST	RPL UNIT	RPL COST	RPL QTY	RPL TOT COST	TOT QTY	TOTAL COST	STRESSED COST
DESC: BOOK SHELVES	150	4	600					4	600	600.00
DESC: FILE CABINETS	200	3	600					3	600	600.00
DESC:										

RECORD UPDATED SUCCESSFULLY
F1=HELP F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NXT F10=ITEM F12=MAIN
Connected to s0100.vita.virginia.gov port 23 11/9 NUM 13:20:23 IBM-3278-2 - TC1A0102 1:20 PM 11/17/2014

COMMONWEALTH ATTORNEY's



9. Option #7, Record Workload Information

Purpose:

The Record Workload Information menu is accessed from the Budget Request menu.

Navigational Path:

- COIN Main Menu- Select Option #2, COIN Budget Request
- COIN Budget Request Menu- Select Option #7, Record Workload Information

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCBH-J COIN BUDGET REQUEST 11/17/2014 14:42

V.11052014 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

RECORD WORKLOAD INFORMATION - ANNUALLY

	2012	2013	2014	AVG
FELONY DEFENDANTS - CALENDAR YEAR	169	185	N/A	177
SENTENCING EVENTS - FISCAL YEAR	1178	1261	1241	1227

I HAVE REVIEWED THE SENTENCING EVENTS AND FELON DEFENDANT DATA LISTED HEREIN, WHICH IS USED AS THE BASIS TO DETERMINE COMPENSATION BOARD STAFFING DUE IN MY OFFICE. I CERTIFY TO THE BEST OF MY KNOWLEDGE AND BELIEF THAT THIS DATA ACCURATELY REFLECTS THE NUMBER OF SENTENCING EVENTS AND FELON DEFENDANTS FOR MY OFFICE FOR THE TIME PERIODS DISPLAYED. IF I DO NOT CERTIFY THAT THIS DATA ACCURATELY REFLECTS THE NUMBER OF SENTENCING EVENTS OR FELON DEFENDANTS FOR MY OFFICE, I HAVE OR WILL DETERMINE THE CAUSE OF THE INCORRECT DATA AND TAKE APPROPRIATE STEPS TO CORRECT IT.

☐ (YES OR NO)

F1=HELP F3=MENU F8=NXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23

22/30 NUM 14:42:17 IBM-3278-2-E - TC1A0352

11/17/2014

Enter "YES" or "NO" in response to the correctness of workload data

Option #7 Record Workload Information

Staffing Standards

In determining the allocation of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board's annual budget request process.
2. The basis of the request must be only the statutorily prescribed duty of the prosecution of felonies.
3. Funds and positions must be appropriated by the General Assembly.
4. The Compensation Board will use the staffing methodology and weighted three-year average workload criteria, developed by VACA to determine the appropriate level of Compensation Board-funded assistant Commonwealth's Attorneys for each office requesting additional positions.
5. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-4, inclusive, and additional positions shall be allocated in the order of percentage of need. Offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is to the total number of current positions.

The staffing methodology for positions in the Commonwealth's Attorney's offices was developed by VACA and adopted by the Compensation Board.

1. The formula calculates the sum of a three-year average of felony defendants plus a three-year average of sentencing events, resulting in an average total workload figure. The workload figure is divided by a specified factor that has been devised to take into account economies of scale in larger offices, with the result being the total number of attorney positions due in the office.

2. The data elements are as follows:

3-Year Average Defendants Data is the average of the number of felony defendants in the Circuit Court for each locality for the three most recent calendar years, as reported by the Supreme Court.

3-Year Average Sentencing Events is the average of the number of felony sentencing events in the Circuit Court for each locality for the three most recent fiscal years as reported by the Virginia Sentencing Commission.

Current F.T.E. Attorney Staffing is adjusted to reflect the actual salary amounts reduced as a result of FY03 budget reductions, based upon the most recent Compensation Board salary average of an attorney position.

3. Offices are grouped based on the size of the office (determined by the average total workload figure), and assigned an escalating workload factor assuming economies of scale. Compensation Board funded assistant Commonwealth's Attorneys who are part-time (i.e., eligible to engage in private law practice) are to be considered as 0.5 of a F.T.E. position for staffing standards purposes, instead of as 1 F.T.E. position.

1. .

Option #7 Record Workload Information

Office Size	Range of Workload Totals per office size (AVG Defendants + AVG Sentencing Events)	Factor
Super	3,000 +	125
Large	1,000 to 2,999	100
Mid	300 to 999	84
Small	0 to 299	70

4. The formula is as follows:

$$\# \text{ Attorneys} = \frac{\text{Workload Total (3-Yr AVG felony defendants + 3-Yr AVG sentencing events)}}{\text{Factor}}$$

Amendments on January 16, 2005 recommended by VACA and approved by the Compensation Board changed "...most recent calendar years..." of sentencing events to "...most recent fiscal years..." and consider the effect of FY04 budget reductions on salaries by reducing the current FTE attorney positions by the FY06 un-restored salary reduction in each office.

Paralegal and Administrative Positions - In determining the allocation of additional positions, the Compensation Board considers the following criteria:

1. The position (or positions) must be requested by the Commonwealth's Attorney as part of the Compensation Board's annual budget request process.
2. Funds and positions must be appropriated by the General Assembly.
3. The Compensation Board will use a staffing standard which establishes the appropriate level of administrative staff support at one administrative support position for every two Compensation Board-funded Commonwealth's Attorney and/or assistant Commonwealth's Attorney positions.
4. The Compensation Board will use a staffing standard which establishes the appropriate level of paralegal staff at one paralegal position for every four (4) Compensation Board-funded Commonwealth's Attorney and/or assistant Commonwealth's Attorney positions.
5. The Compensation Board shall determine the number of additional positions to be allocated to any one office based upon criteria 1-4, inclusive, and additional positions shall be allocated in the order of percentage of need. Offices with the highest percentage of need will receive positions first. The percentage of need is determined by calculating the percentage that the number of additional positions needed is to the total number of current positions.



10. Option #8 – Update Locality Information

Purpose:

This screen will be displayed when 'Option #8, Update Locality Information' is selected on the Budget Request Menu. This screen is available for updating the locality address, phone, and fax numbers. It is also used to advise the Compensation Board staff of appropriate contacts for questions regarding the budget request, personnel processing, and reimbursement processing.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #8, Update Locality Information

COIN
QWS3270 Edit View Options Tools Help

MCS2 COIN SYSTEM MAINTENANCE 11/17/2014 14:06
V.09022014 LOC: 027 OFF: 772 BUCHANAN COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION
OFFICER....: FROSTY T SNOWMAN
TITLE.....: COMMONWEALTH ATTORNEY
LOCALITY...: BUCHANAN COUNTY
ADDRESS....: 1852 Pooh Corner
CITY.....: YOUR TOWN
STATE.....: VA ZIP: 26752 - 1852
TELEPHONE..: 5308290000 EXT:
FAX.....: 5308290001
WEBSITE....: WWW.BUCHANAN.STATE.VA.US

CONTACT PERSON
FULL NAME...:
TELEPHONE...: EXT:
EMAIL.....:

MUST ENTER FULL NAME
F1=HELP F3=MENU F12=MAIN

Connected to s0100.vita.virginia.gov port 23 18/16 NUM 14:06 Fully charged (100%) 102
11/17/2014 2:06 PM

Option #8 Update Locality Information

COIN

QWS3270 Edit View Options Tools Help

MCS2 COIN SYSTEM MAINTENANCE 11/17/2014 14:09

V.09022014 LOC: 027 OFF: 772 BUCHANAN COUNTY

UPDATE LOCALITY/OFFICE INFORMATION

LOCALITY INFORMATION

OFFICER.....: FROSTY T SNOWMAN

TITLE.....: COMMONWEALTH ATTORNEY

LOCALITY...: BUCHANAN COUNTY

ADDRESS....: 1852 POOH CORNER

CITY.....: YOUR TOWN

STATE.....: VA ZIP: 26752 - 1852

TELEPHONE..: 5308290000 EXT:

FAX.....: 5308290001

WEBSITE....: WWW.BUCHANAN.STATE.VA.US

CONTACT PERSON

FULL NAME...: DUDLEY DORIGHT

TELEPHONE..: 5308290005 EXT: 222

EMAIL.....: DDURIGHT@CAOFFICE.COM

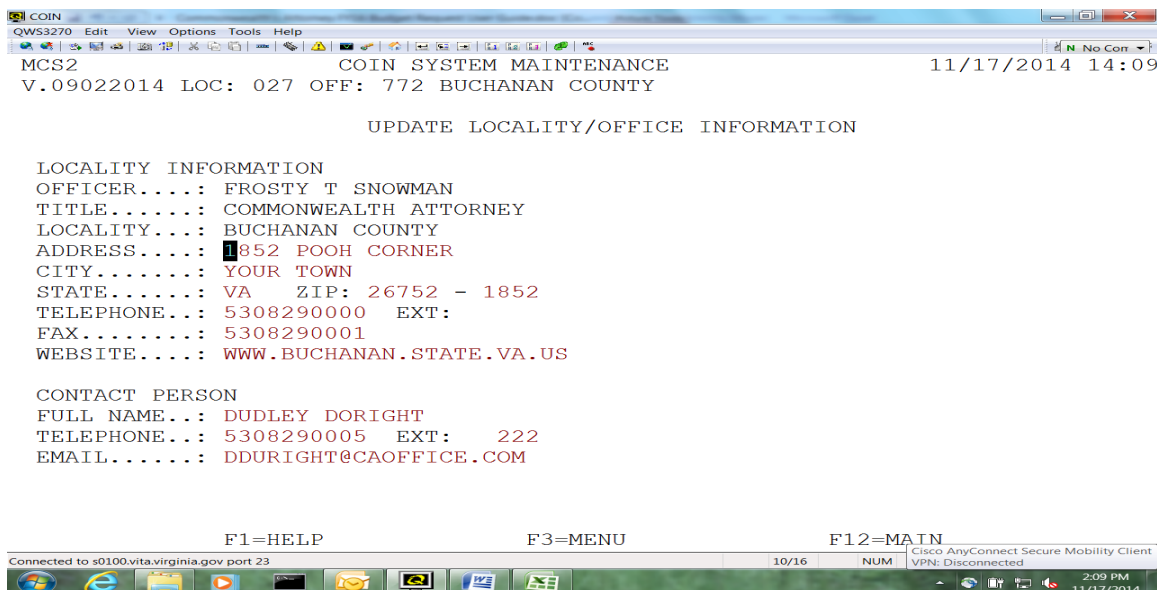
F1=HELP F3=MENU F12=MAIN

Connected to s0100.vita.virginia.gov port 23 10/16 NUM Cisco AnyConnect Secure Mobility Client VPN: Disconnected 2:09 PM 11/17/2014

Helpful Hints:

- Data fields on the Update Locality Information screen must be completed before Certifying the Budget Request
- It is very important that we obtain the name of the person we can contact if we have questions regarding your Budget Request
- Screens will time out after 15 minutes of inactivity.
- Contact Person- office contact for reimbursement and budget submission information

Option #8 Update Locality Information



Procedures:

This screen can be used to change address, phone and fax numbers for your office. To change the information currently displayed on the screen type over the information and depress the “enter” key. You will receive an update confirmation message.

1. Press the “TAB” key to move to the desired field.
2. Enter the following information to update the locality information

Locality Information

Officer Name:	For display purposes only.
Title:	For display purposes only.
Locality:	Enter County/City name
Address:	Enter the correct mailing address for your office.
City:	Enter the correct City for your mailing address.
State:	Enter the correct State for your mailing address.
Zip:	Enter the correct Zip code for your mailing address. If the last 4 positions of the zip code are not known, you may leave this field blank.
Telephone:	Enter the correct Phone number for your office.
Fax #:	Enter the correct Facsimile number for your office.
Website:	Enter the correct
Contact Person:	Enter the correct name of person responsible for entering data in COIN system.
Telephone:	Enter the correct Phone number for contact person.
Email:	Enter the correct email address for contact person.

3. Press the ‘Enter’ key, when you have corrected and completed the information requested
4. Press ‘F3 =Exit’ to exit the screen to budget request menu

NOTE: When changes in the address occur during the year you may use option 8 from the COIN Main Menu to update this information.

Update Officer and/or County/City Administrator Email Address
(Compensation Board Website www.scb.virginia.gov)

5. If you wish to receive communications from the Compensation Board via email, you may update the email addresses for Constitutional Officers, Contact or county/city administrators for your offices by clicking on the link below and following these instructions:
 - a. <http://www.scb.virginia.gov/cbemail1.cfm>
 - b. Enter your FIPS Code **001-840** (Accomack-Winchester) The number you use to access COIN each month
 - c. Enter you Office Code **-772** (Commonwealth's Attorney)
 - d. To change a current email address click on the email address, correct the email address and then click **'UPDATE'**
 - e. Click **'SUBMIT'**
 - f. To add a new email address Click **'ADD EMAIL ADDRESS'**
 - g. To delete an email address, click on the email address to be deleted and click **'DELETE'**
 - h. To change a current email address click on the email address, correct the email address and then click **'UPDATE'**

11. Option #9, Special Program Certification

Purpose:

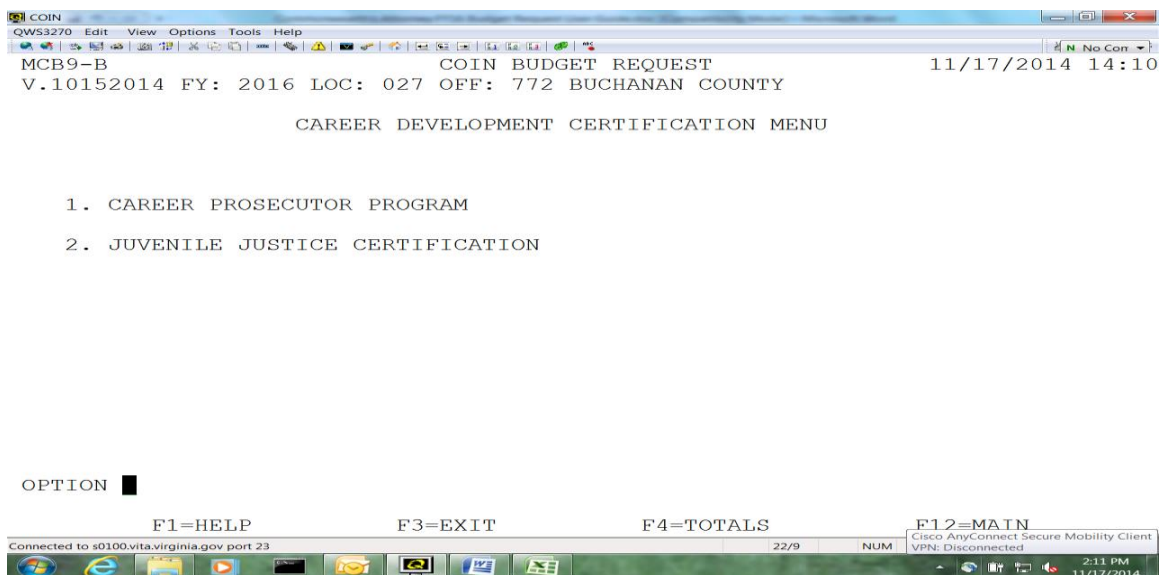
The Special Programs Certification screens are accessed from the COIN Budget Request Menu. These screens are used to certify that you or your employees are eligible to receive or maintain a 19.48% salary increase.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #9, Special Program Certification

Procedures:

- Read through each Special Program Certification Screen and if you comply with the program criteria as stated
 - ✓ Certify Officer's Approval UserID
 - ✓ List employees that qualify, or will qualify in FY19, in the Career Prosecutor Program

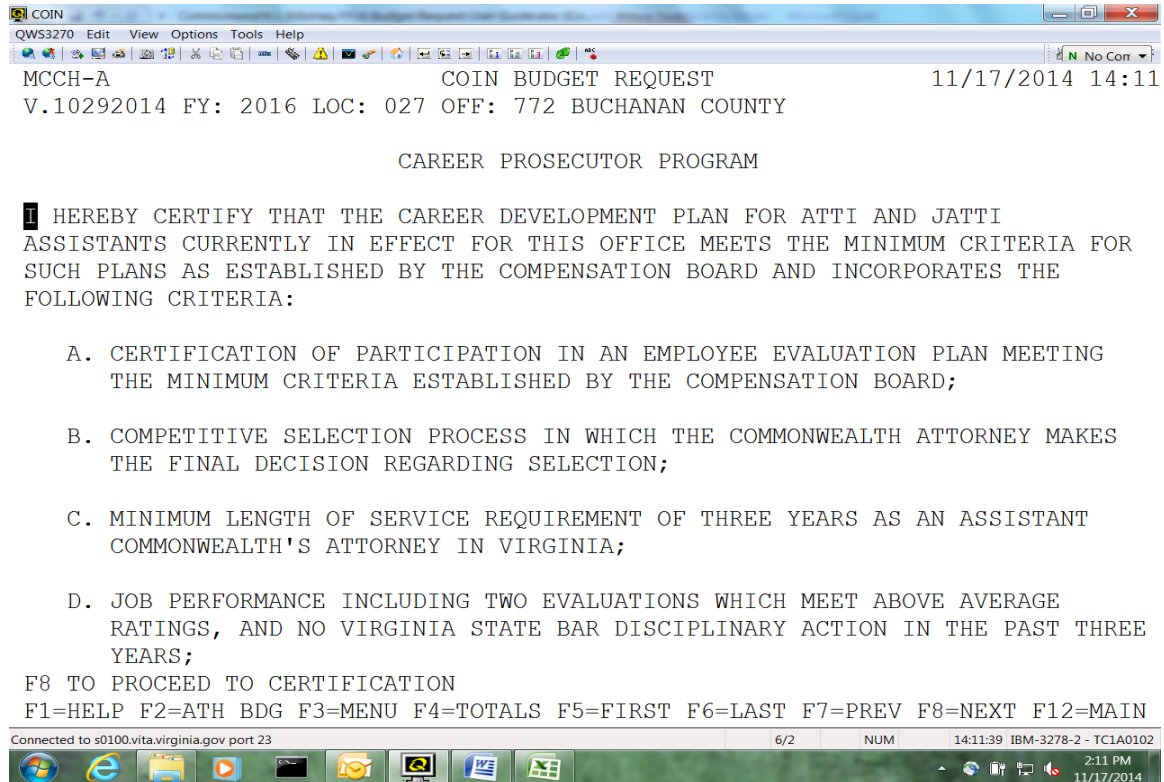


- Option 1 Career Prosecutor Program (available to all offices)
- Option 2 Juvenile Justice Certification (displayed if office has a juvenile justice program)

Option # 9 Special Program Certification

Option # 1 Career Prosecutor Program

Screen 1 of 5



The screenshot shows a web browser window titled "COIN" with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main content area displays the following text:

MCCH-A COIN BUDGET REQUEST 11/17/2014 14:11
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE FOLLOWING CRITERIA:

- A. CERTIFICATION OF PARTICIPATION IN AN EMPLOYEE EVALUATION PLAN MEETING THE MINIMUM CRITERIA ESTABLISHED BY THE COMPENSATION BOARD;
- B. COMPETITIVE SELECTION PROCESS IN WHICH THE COMMONWEALTH ATTORNEY MAKES THE FINAL DECISION REGARDING SELECTION;
- C. MINIMUM LENGTH OF SERVICE REQUIREMENT OF THREE YEARS AS AN ASSISTANT COMMONWEALTH'S ATTORNEY IN VIRGINIA;
- D. JOB PERFORMANCE INCLUDING TWO EVALUATIONS WHICH MEET ABOVE AVERAGE RATINGS, AND NO VIRGINIA STATE BAR DISCIPLINARY ACTION IN THE PAST THREE YEARS;

F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

At the bottom of the window, a status bar shows "Connected to s0100.vita.virginia.gov port 23", a progress indicator "6/2", a user identifier "NUM", a timestamp "14:11:39 IBM-3278-2 - TC1A0102", and a system clock "2:11 PM 11/17/2014".

Option # 9 Special Program Certification

Screen 2 of 5

MCCH-B COIN BUDGET REQUEST 11/17/2014 14:12

V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE FOLLOWING CRITERIA:

E. ADDITIONAL EDUCATION REQUIREMENTS OF FORTY HOURS ABOVE THE MINIMUM VIRGINIA STATE BAR MCLE CREDITS IN THE LAST THREE YEARS PRECEDING SELECTION, AND EDUCATIONAL REQUIREMENTS ABOVE MINIMUM VIRGINIA STATE BAR MCLE REQUIREMENTS HAVE BEEN ESATBLISHED TO MAINTAIN CAREER PROSECUTOR STATUS;

F. A PROCEDURE FOR THE REMOVAL OF ASSISTANTS FROM THE CDP FOR INADEQUATE JOB PERFORMANCE, DISCIPLINARY ACTION, A VIRGINIA STATE BAR DISCIPLINARY ACTION OR FAILURE TO MAINTAIN MINIMUM ADDITIONAL EDUCATIONAL REQUIREMENTS;

G. EQUAL OPPORTUNITY FOR ALL ASSISTANTS;

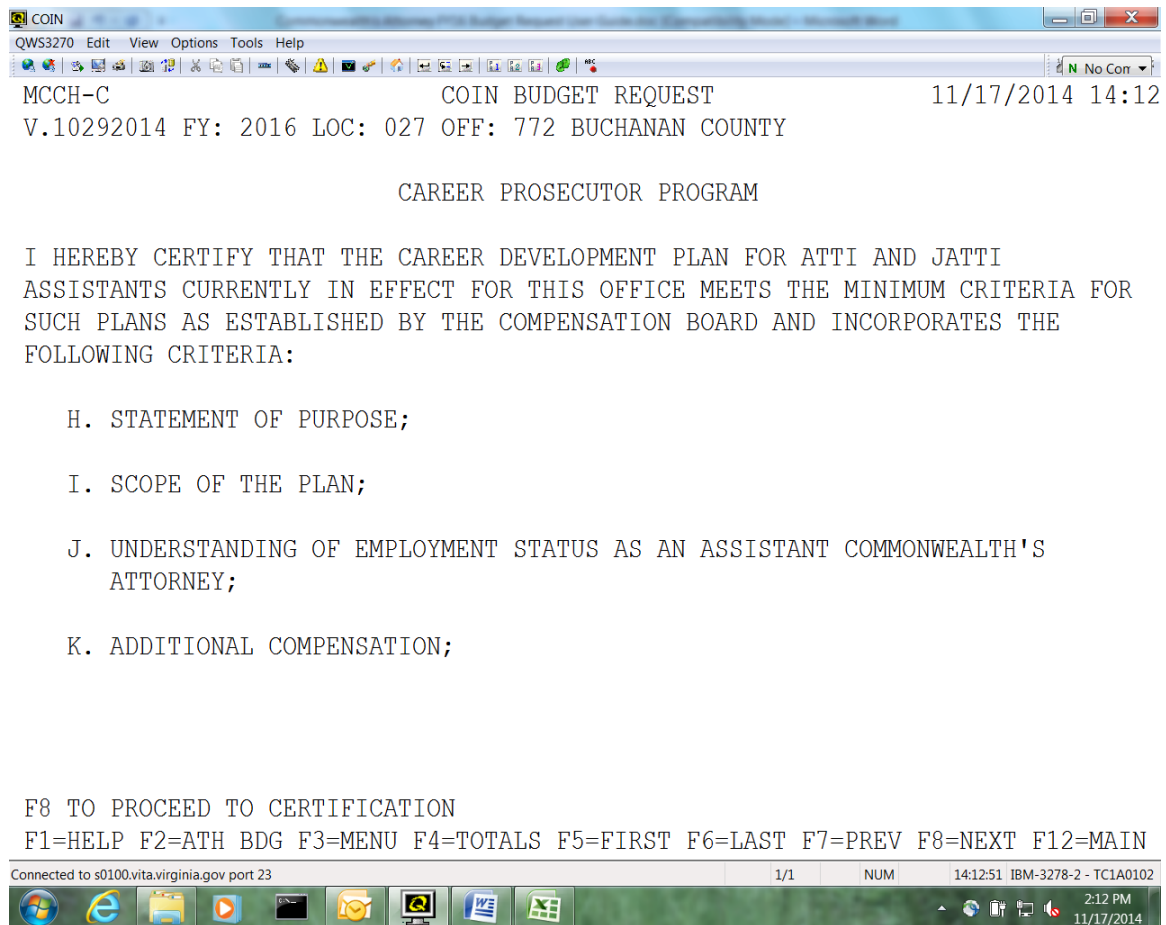
F8 TO PROCEED TO CERTIFICATION

F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 1/1 NUM 14:12:07 IBM-3278-2 - TC1A0102 2:12 PM 11/17/2014

Option # 9 Special Program Certification

Screen 3 of 5



The screenshot shows a Windows application window titled "COIN". The menu bar includes "QWS3270", "Edit", "View", "Options", "Tools", and "Help". The toolbar contains various icons for file operations and editing. The main text area displays the following information:

MCCH-C COIN BUDGET REQUEST 11/17/2014 14:12
V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

CAREER PROSECUTOR PROGRAM

I HEREBY CERTIFY THAT THE CAREER DEVELOPMENT PLAN FOR ATTI AND JATTI ASSISTANTS CURRENTLY IN EFFECT FOR THIS OFFICE MEETS THE MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD AND INCORPORATES THE FOLLOWING CRITERIA:

- H. STATEMENT OF PURPOSE;
- I. SCOPE OF THE PLAN;
- J. UNDERSTANDING OF EMPLOYMENT STATUS AS AN ASSISTANT COMMONWEALTH'S ATTORNEY;
- K. ADDITIONAL COMPENSATION;

F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

At the bottom, a status bar shows "Connected to s0100.vita.virginia.gov port 23", a progress indicator at "1/1", and the text "NUM 14:12:51 IBM-3278-2 - TC1A0102". The Windows taskbar at the very bottom shows the time as "2:12 PM 11/17/2014" and several application icons.

Option # 9 Special Program Certification

Screen 4 of 5

TSO1
QWS3270 Edit View Options Tools Help
MCCH-F COIN BUDGET REQUEST 11/24/2015 12:40
V.10292014 FY: 2016 LOC: 001 OFF: 772 ACCOMACK COUNTY

CAREER PROSECUTOR PROGRAM

THE FOLLOWING ATTI AND JATTI ASSISTANT(S) IN THIS OFFICE MEET ALL CRITERIA FOR SELECTION AS CAREER PROSECUTOR AS OF THE DATE(S) SHOWN:

POS.	LAST NAME	FIRST NAME	DATE OF SELECTION
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY
_____	_____	_____	MM / DD / YYYY

F8 TO PROCEED TO CERTIFICATION
F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 11/2 NUM Intel(R) HD Graphics - TC1A0623 12:41 PM 11/24/2015

Enter the following information for each person expected to meet all criteria for the Career Prosecutor Program:

Do not list persons already participating in the program.

Only CB funded persons in ATTI or JATTI classified positions.

- Position Number = enter CB position number or leave blank for locality position
- Last Name
- First Name
- Date of Selection

Press the 'Enter' key, when you have corrected and completed the information requested

Press 'F8 = to advance to Career Prosecutor certification screen

Option # 9 Special Program Certification

Screen 5 of 5

MCCH-G COIN BUDGET REQUEST 11/17/2014 14:13

V.10292014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

CAREER PROSECUTOR PROGRAM

THIS IS TO CERTIFY THAT THE CAREER DEVELOPMENT PLAN IN THIS OFFICE MEETS THE MINIMUM CRITERIA FOR SUCH PLANS AS ESTABLISHED BY THE COMPENSATION BOARD. I UNDERSTAND THAT FUNDING TO PROVIDE A SALARY INCREASE ASSOCIATED WITH THE SELECTION AS CAREER PROSECUTOR IS CONTINGENT UPON THE APPROVAL OF ADDITIONAL FUNDING BY THE GENERAL ASSEMBLY.

MY OFFICE IS REQUESTING FUNDING FOR THE CP PROGRAM (Y/N):

APPROVAL: , OFFICER USER-ID:

F1=HELP F2=ATH BDG F3=MENU F4=TOTALS F5=FIRST F6=LAST F7=PREV F8=NEXT F12=MAIN

Connected to s0100.vita.virginia.gov port 23 20/63 NUM 14:13:41 IBM-3278-2 - TC1A0102 2:13 PM 11/17/2014

Enter 'Y' or 'N' if officer is requesting additional funding for assistant attorneys eligible to participate but are not currently in the Career Prosecutor Program.

Enter the Officer's SCB USERID to certify Career Prosecutor Program

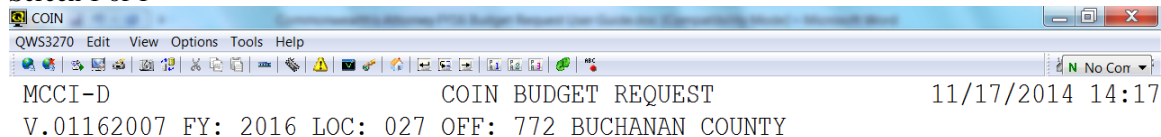
Press the 'Enter' key, when you have completed the information requested

Press 'F3 =Exit' to exit the screen to budget request menu

CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)

Option # 2 Juvenile Justice Certification (Displayed if office has a juvenile justice program)

Screen 1 of 1



The screenshot shows the COIN application window. The title bar reads 'COIN'. The menu bar includes 'QWS3270', 'Edit', 'View', 'Options', 'Tools', and 'Help'. The toolbar contains various icons for file operations and system functions. The main display area shows the following text: 'MCCI-D' on the left, 'COIN BUDGET REQUEST' in the center, and '11/17/2014 14:17' on the right. Below this, it says 'V.01162007 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY'. A status bar at the bottom right shows 'N No Con'.

JUVENILE JUSTICE CERTIFICATION

I HEREBY CERTIFY THAT THE STATEWIDE JUVENILE JUSTICE POSITIONS ALLOCATED TO MY OFFICE ARE USED PRIMARILY, IF NOT EXCLUSIVELY, FOR THE PROSECUTION OF DELINQUENCY AND DOMESTIC RELATIONS FELONY CASES OF THE JUVENILE AND DOMESTIC RELATIONS DISTRICT COURT. I UNDERSTAND THAT IF THE POSITIONS ARE NOT USED PRIMARILY, IF NOT EXCLUSIVELY, FOR THE PROSECUTION OF THESE CASES, THAT THE COMPENSATION BOARD SHALL REALLOCATE THE POSITIONS IN ACCORDANCE WITH THE PROVISIONS OF THE APPROPRIATION ACT.

CERTIFY (Y/N) : ☐

APPROVAL: _____, OFFICER USER-ID: _____



This screenshot shows the bottom portion of the COIN application. It displays four function key shortcuts: 'F1=HELP', 'F3=MENU', 'F4=TOTALS', and 'F12=MAIN'. Below these, a status bar indicates 'Connected to s0100.vita.virginia.gov port 23'. To the right of this, it shows '14/52', 'NUM', and the time '14:17:59'. The bottom-most bar shows the system identifier 'IBM-3278-2 - TC1A0102' and the date '11/17/2014'.

Enter a 'Y' or 'N' if positions primary, if not exclusive, responsibility is to the Juvenile and Domestic Relations District Court

Enter the officer's SCB USERID to certify Juvenile Justice Certification

Press the 'Enter' key, when you have corrected and completed the information requested

Press 'F3 =Exit' to exit the screen to budget request menu



12. Option #10 - Certify Budget Request

Purpose:

The Certify Budget Request screen is accessed from the COIN Budget Request Menu. This screen enables the Local Officer to certify that the budget request is accurate and also enables the Compensation Board to approve that the budget request is within CB policy.

Navigational Path:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu - Select Option #10, Certify Budget Request

COMMONWEALTH ATTORNEY's

COIN
QWS3270 Edit View Options Tools Help

MCB8
COIN BUDGET REQUEST
11/17/2014 14:18

V.10242014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA, SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:

LOCALITY: DATE: XX/XX/XXXX	OFFICER LOGON: _____	XXXXXXXXXXXXXXXXXXXXX
CB : DATE: XX/XX/XXXX	CB LOGON: _____	XXXXXXXXXXXXXXXXXXXXX

CB REVIEW (Y/N) : _
 REMOVE CB SIGNOFF (Y) : _
 REMOVE ALL SIGNOFFS (Y) : _
 REMOVE CDP SIGNOFFS (Y) : _

ON MCB0 MENU SELECT 2 & UPDATE ADDL EMPLOYEES REQ
 F1=HELP F3=EXIT F4=TOTALS F12=MENU

Connected to s0100.vita.virginia.gov port 23
 1/1 NUM 14:18:28 IBM-3278-2 - TC1A0102

Helpful Hints:

- If you enter the Officer's SCB USERID to submit your budget request and all screens that have required fields have not been processed, the system will not accept your sign off
 - ✓ Under this condition, the system will inform you that a required process has not been completed and a message will direct you to the incomplete process selection on the On-line Budget Menu
- Once you have submitted your budget request you may not further modify your request
 - ✓ From the time of your submission, which is due February 1, you may only view your submission

**CONSTITUTIONAL OFFICER'S INFORMATION NETWORK (COIN) USER'S GUIDE
BUDGET REQUEST (OLB)**

Option #10, Certify Budget Request

The screenshot shows a terminal window titled 'CIDC-TEST' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a status bar (16/51, NUM, 14 Show hidden icons, TC1A0352, 2:29 PM, 11/17/2014). The main display area contains the following text:

MCB8 COIN BUDGET REQUEST 11/17/2014 14:29
V.10242014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

CERTIFY BUDGET REQUEST

I CERTIFY THAT THIS REPRESENTS AN ACCURATE STATEMENT OF OFFICE WORKLOAD DATA,
SALARY SUPPLEMENTS, LOCALLY FUNDED POSITIONS, AND MY ANTICIPATED FUNDING NEEDS
FOR THE UPCOMING FISCAL YEAR. I HAVE NOTIFIED THE GOVERNING BODY OF MY LOCALITY
OF THE AVAILABILITY FOR REVIEW OF THE REQUEST AND HAVE PROVIDED THEM A COPY OF
ALL DOCUMENTS AND JUSTIFICATION FORWARDED TO THE COMPENSATION BOARD.

APPROVAL:
LOCALITY: DATE: OFFICER LOGON: _____
CB : DATE: CB LOGON: _____

CB REVIEW (Y/N) : _____
REMOVE CB SIGNOFF (Y) : _____
REMOVE ALL SIGNOFFS (Y) : _____
REMOVE CDP SIGNOFFS (Y) : _____

ENTER USERID TO APPROVE
F1=HELP F3=EXIT F4=TOTALS F12=MENU

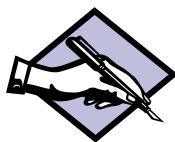
Connected to s0100.vita.virginia.gov port 23

Helpful Hints (Continued):

- Upon approval of your budget on May 1, you will be able to view your budget submission as approved, which will include any adjustments made by the Compensation Board
- Please check your request for any final changes
 - ✓ If the Officer's SCB USERID has been entered, you cannot make changes to your Budget Request.
 - ✓ If your screen has error messages on the bottom of the screen, you have not Certified
 - Please go back to the 'Option' shown in the error on the bottom of your screen and complete the required fields, and then return to the certification screen to certify your budget request

Procedures:

- Enter the officer's SCB USER ID as the 'Officer Logon' to Certify fiscal year budget submission
- Press the "Enter" key after completing the information requested
- Press 'F3' to exit the screen to the Budget Request Menu



13. Option #11, Comments

PURPOSE:

The Comments screen is accessed from the COIN Budget Request Menu. This screen allows comments by any local officer or Compensation Board representative.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Option #11, Comments

COMMONWEALTH ATTORNEY's

HELPFUL HINTS:

- There are unlimited 'Comment' screens that allow the entry of comments in a free form format
- This screen will Time Out if your computer is idle for 15 minutes
 - ✓ Suggest that you have all the information needed before starting this process
- The use of these screens is optional and the data entered is not edited
- This screen is available for any information you think is necessary for the Compensation Board to know about your on-line budget request

PROCEDURES:

- Enter "A" to add a comment or "D" to delete a comment
- Input the information you want to address
- Press the "Enter" key after your comments have been entered
- Reference the section of the on-line budget request your comments are referring to
 - ✓ Example: Option #2, Additional Employee Request
- Press 'F3' to exit the screen to the Budget Request Menu



14. Function Key 'F4' - Budget Request Totals

PURPOSE:

The 'F4=Totals' Function Hot Key screen reflects your Budget Request Totals. These screens capture your Current Budget, Budget Requested Totals and Compensation Board Approved Budget for the next fiscal year that will be displayed by May 1 of each year. The categories captured within these screens are Permanent Personnel, Additional Personnel, Temporary Personnel, Office Expenses and Equipment.

NAVIGATIONAL PATH:

- COIN Main Menu – Select Option #2, COIN Budget Request
- COIN Budget Request Menu – Select Function Key 'F4'

CIDC-TEST							
QWS3270 Edit View Options Tools Help							
MCBB-A COIN BUDGET REQUEST 11/17/2014 14:32							
V.06102014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY							
BUDGET REQUEST TOTALS							
PERMANENT PERSONNEL							
	BUDGET	-ESTIMATED	BUDGET-	REIM	-ESTIMATED	REIM-	
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	410,207	0	410,207	410,207	0	410,207	
REQUESTED	410,207	0	410,207	410,207	0	410,207	
COMP BOARD	0	0	0	0	0	0	
TOTAL PERMANENT PERSONNEL:		8					
TEMPORARY PERSONNEL							
	BUDGET	-ESTIMATED	BUDGET-	REIM	-ESTIMATED	REIM-	
	SALARY	FRINGES	TOTAL	SALARY	FRINGES	TOTAL	
CURR BDGT	0	0	0	0	0	0	
REQUESTED	1,500	0	1,500	1,500	0	1,500	
COMP BOARD	0	0	0	0	0	0	
F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU							
Connected to s0100.vita.virginia.gov port 23 2/17 NUM 14:32:31 IBM-3278-2-E - TC1A0352							
2:32 PM 11/17/2014							

HELPFUL HINTS:

- The Budget Request Totals are displayed on three screens
 - ✓ Screen #1 displays the totals for Permanent and Temporary Personnel funding requests
 - ✓ Screen #2 displays the totals for Equipment funding requests
 - ✓ Screen #3 displays the totals for all budget request categories
- To navigate through the screens use the 'F7' key to view a previous page or 'F8' to view the next page
- This screen can be accessed from any Budget Request screen by depressing the 'F4' key
- Pressing the 'F3' key will return you to the screen from which you accessed the Budget Request Totals screen.

'F4' Budget Request Totals

COMMONWEALTH ATTORNEY's

1ST SCREEN OF 3:

MCBB-A COIN BUDGET REQUEST 11/17/2014 14:32
V.06102014 FY: 2016 LOC: 027 OFF: 772 BUCHANAN COUNTY

BUDGET REQUEST TOTALS

PERMANENT PERSONNEL

	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL
CURR BDGT	410,207	0	410,207	410,207	0	410,207
REQUESTED	410,207	0	410,207	410,207	0	410,207
COMP BOARD	0	0	0	0	0	0
TOTAL PERMANENT PERSONNEL:		8				

TEMPORARY PERSONNEL

	BUDGET SALARY	-ESTIMATED FRINGES	BUDGET- TOTAL	REIM SALARY	-ESTIMATED FRINGES	REIM- TOTAL
CURR BDGT	0	0	0	0	0	0
REQUESTED	1,500	0	1,500	1,500	0	1,500
COMP BOARD	0	0	0	0	0	0

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 2/17 NUM 14:32:31 IBM-3278-2-E - TC1A0352 2:32 PM 11/17/2014

PROCEDURES:

- 1ST SCREEN OF 3:

- ✓ **'CURR BDGT'** – This line of information refers to the 'base' request information using your current budget information as of December 31st
- ✓ **'REQUESTED'** – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ **'COMP BOARD'** - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'
- ✓ **'FRINGE'** benefits listed are estimates only
- ✓ **'REIMBURSABLE'** figures displayed are the actual dollar amounts that will be returned to your locality

'F4' Budget Request Totals

COMMONWEALTH ATTORNEY's

2ND SCREEN OF 3:

MCBB-B COIN BUDGET REQUEST 11/17/2014 14:35
V.06102014 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

BUDGET REQUEST TOTALS
EQUIPMENT

NEW QTY	NEW COST	REPLACE QTY	REPLACE COST	TOTAL QTY	TOTAL COST	STRESSED COST
TOTAL CATEGORY A: INFORMATION TECHNOLOGY						
2	1,200	1	600	3	3,000	3,000
TOTAL CATEGORY B: OFFICE EQUIPMENT						
1	500	1	4,000	2	4,500	4,500
TOTAL CATEGORY C: FURNITURE						
7	350	0	0	7	1,200	1,200
EQUIPMENT TOTAL:						
10	2,050	2	4,600	12	8,700	8,700
0	0	0	0	0	0	0

F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU

Connected to s0100.vita.virginia.gov port 23 2/17 NUM 14:35:10 IBM-3278-2-E - TC1A0352 2:35 PM 11/17/2014

• 2ND SCREEN OF 3:

- ✓ This screen displays equipment totals by equipment category
- ✓ **FIRST LINE** of information displayed relates to the request you have made or in the process of making
 - This information is subject to change as you make revisions to your budget request
 - Line 1 becomes 'locked-in' when the Constitutional Officer certifies their budget request
- ✓ **SECOND LINE** of information displayed relates to the in-progress or approved request as completed by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

'F4' Budget Request Totals

COMMONWEALTH ATTORNEY's

3RD SCREEN OF 3:

The screenshot shows a terminal window titled 'CIDC-TEST' with a menu bar (QWS3270, Edit, View, Options, Tools, Help) and a toolbar. The main display area shows the following information:

MCBB-C COIN BUDGET REQUEST 11/17/2014 14:35
V.06102014 FY: 2016 LOC: 750 OFF: 772 RADFORD CITY

BUDGET REQUEST SUMMARY TOTALS

Category	Curr Bdg	Requested	Comp Board	Reimbursable	Total
TOTAL PERMANENT PERSONNEL..	223,383	223,383	0	223,383	223,383
TOTAL ADDITIONAL POSITIONS:	0	0	0	0	0
TOTAL TEMPORARY PERSONNEL..	29,013	29,013	0	29,013	29,013
TOTAL OFFICE EXPENSES.....	4,893	4,893	0	4,893	4,893
TOTAL EQUIPMENT EXPENSES..	8,700	8,700	0	8,700	8,700

At the bottom, there is a status bar with the following text: F1=HELP F3=MENU F4=TOTALS F5=FRST F6=LAST F7=PREV F8=NEXT F12=MENU. Below this is a connection status bar: Connected to s0100.vita.virginia.gov port 23. The bottom of the screen shows a Windows taskbar with various icons and a system clock showing 2:35 PM on 11/17/2014.

• 3RD SCREEN OF 3:

- ✓ Displays totals for each budget request broad-based category:
 - Permanent Personnel
 - Additional Positions
 - Temporary Personnel Funding
 - Office Expense Funding
 - Equipment Requests
- ✓ 'CURR BDGT' – This line of information refers to the 'base' request information using your current budget information as of December 31st
- ✓ 'REQUESTED' – This line of information refers to the budget request that you have made or are in the process of making
 - This information is subject to change as you make revisions to your budget request
 - This information becomes 'locked-in' when the Constitutional Officer or designee certifies their budget request
- ✓ 'COMP BOARD' - This line of information refers to the budget request as being reviewed or approved by the Compensation Board
 - During the period of February – April budget requests made by the Constitutional Officers are reviewed and scrubbed by the Compensation Board
 - When budget requests are approved by the Compensation Board (May 1st of each year) this information also becomes 'locked-in'

- Press 'F3' to exit the screen to the Budget Request Menu

15. Main Menu Option #5 - Budget Reports

CIDC-TEST

QWS3270 Edit View Options Tools Help

MCG0 COIN BUDGET REQUEST 2014-11-17 14:37

V.06272014 FY: 2015 LOC: 750 OFF: 772 RADFORD CITY

OFFICE: COMMONWEALTH ATTORNEY OFFICER: REHAK

REPORTS MENU

1. MAY 1ST BUDGET
2. BUDGETS WITH ACROSS THE BOARD INCREASES
3. CURRENT ACTIVE BUDGET
4. BUDGET REQUEST WORKSHEET
5. BUDGET ROLL REPORT
6. MONTHLY REIMBURSEMENT REPORT EXTR DATE: 10012014 MONTHS: 01

REPORT

SORTED BY

CLASS

POSITION NUMBER

NAME

ENTER "X" FOR SORT ORDER

F1=HELP F2=AUTH BDG F3=MENU F4=TOTALS F12=MAIN

Connected to s0100.vita.virginia.gov port 23 12/9 NUM 14:37:31 IBM-3278-2-E - TC1A0352 2:37 PM 11/17/2014

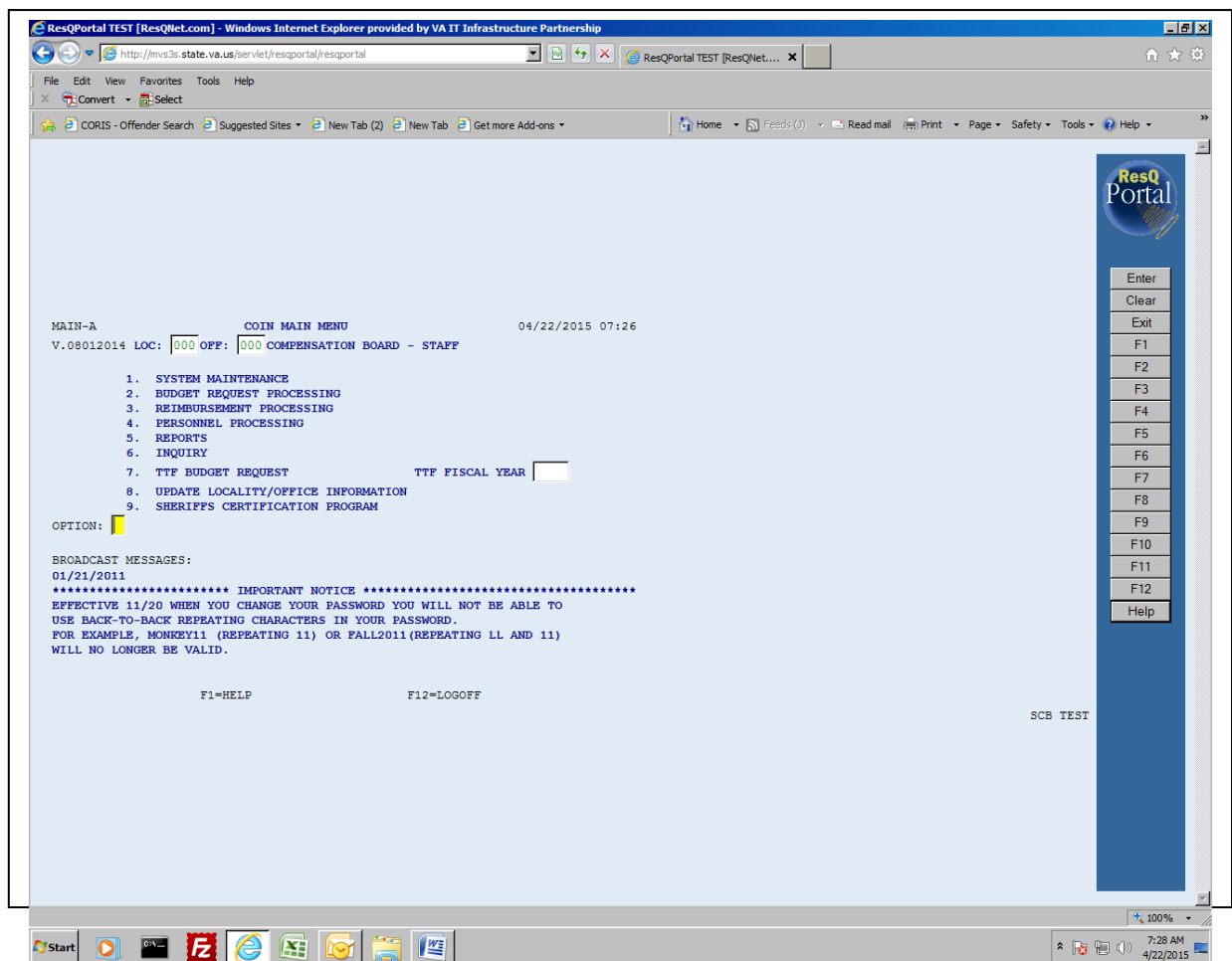
- Select Option #5- “Reports”

Main Menu Option #5 - Budget Reports

Downloading Budget Reports from COIN

NOTE: Beginning in FY19, officers and localities will no longer use FTP to download budget reports from COIN. These reports will still be ordered in the COIN system, but users will receive an email message containing the budget report file attachment.

Generating Reports in COIN



- Navigate to the COIN Main Menu; from the Main Menu, select option 5 (Reports) and press the 'Enter' key.

Main Menu Option #5 – Reports

There are 6 reports that are available:

- **Option #1 “May 1st Budget”**- This is the Budget as typically approved by the Compensation Board during its April board meeting (note, the FY19 budget was approved at the June board meeting). This is the basis for the budget effective July 1 of that year. Note: Be sure to change **FY** at the top of the screen for the Budget “ending” year (2019).
- **Option #2 “Budget Report with Across the Board Increases Increase”**- This report lists current positions and the salary increase, if any, as provided by the Appropriation Act. This report is available one month prior to the effective date of the salary increase. For example, this report will be updated to show FY19 grade 7/8 deputy sheriffs’ salary increases effective February 1, 2019 in January, 2019. No other salary increases have been approved for FY19.
- **Option #3 “Current Active Budget”**– This is the historical budget report, listing all changes to your budget since it went into effect.
- **Option #4 “Budget Request Worksheet”**- This is the Budget Request Worksheet, this report may be downloaded to enter all personnel changes before entering them into the COIN system.
- **Option #5 “Budget Roll Report”** – This is the Budget as it went into effect on July 1. This could differ from the May 1st Budget.
- **Option #6 “Monthly Reimbursement Report”** – This reports list all line items for a specified month’s reimbursement.

Main Menu Option #5 – Reports

- Change the Fiscal Year to 2019 (FY19 Approved Budget Report)
- Enter the report option (1-6)
- Enter the desired sort sequence, if no sort sequence is specified, the Budget Report will be printed in Class Code order.
- Change the default email address to the specific email address of the individual to receive the report

Governing Bodies have the ability to request a Budget Report for each office type in their locality by entering the office code on the COIN Main Menu, proceed to option 5 (reports) for each specific office type, and then follow the instructions above (307-Sheriffs/Superintendents; 717-Directors of Finance; 771-Commissioners of the Revenue; 772-Commonwealth's Attorneys; 773-Circuit Court Clerks; 774-Treasurers).

Technical Assistance

Users with **Google-hosted email** may experience problems with receiving a file attachment in the email received from the COIN system. Instead, users with Google-hosted email may receive the budget report loaded into the body of the email. If you experience this problem (report contained in body of email and no file attachment received), please email one of the individuals listed below and notify them that you have experienced this specific problem. Please be sure to include your Locality number and your Office number in your email request so that we may assist you in receiving the budget report in a file attachment.

Dan Munson – dan.munson@scb.virginia.gov (All Offices)

Paige Christy – paige.christy@scb.virginia.gov (Comm Attys and Clerks)

Abby Waller – abby.waller@scb.virginia.gov (Treasurers, Commissioners, Fin Dir)

Bill Fussell – william.fussell@scb.virginia.gov (Sheriffs and Reg Jails)

Charlene Rollins – charlene.rollins@scb.virginia.gov (All Offices)

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16. Appendix

COMMONWEALTH'S ATTORNEY

CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY INELIGIBLE TO ENGAGE IN PRIVATE PRACTICE JULY 1, 2018 - JUNE 30, 2019					
CLASS TITLE	ABBREV	PAY BAND	ROLE	MIN	MAX
SECRETARY JUVENILE JUSTICE SECRETARY DRUG PROSECUTOR ASSISTANT	SEC JSEC DPAII	2	Sr. Administrative	25,422	48,937
PARALEGAL JUVENILE JUSTICE PARALEGAL ADMINISTRATIVE ASSISTANT I	PA JPA AAI				
ADMINISTRATIVE ASSISTANT II	AAII	5	Professional	34,054	58,484
ATTORNEY I JUVENILE JUSTICE ATTORNEY I	ATTI JATTI	9	Sr. Professional	55,046	105,727
ATTORNEY II CAREER PROSECUTOR JUVENILE JUSTICE CAREER PROSC	ATTII CPII JCPII				
ATTORNEY III DRUG PROSECUTOR III INSURANCE FRAUD PROSECUTOR	ATIII DPIII FPIII	10	Supervisory/ Management	69,803	130,109
ATTORNEY IV	ATTIV				
CLASSIFICATION AND PAY PLAN FOR EMPLOYEES OF THE COMMONWEALTH'S ATTORNEY ELIGIBLE TO ENGAGE IN PRIVATE PRACTICE JULY 1, 2018 - JUNE 30, 2019					
CLASS	ABBREV	PAY BAND	ROLE	MIN	MAX
SECRETARY A JUVENILE JUSTICE SECRETARY A	SECA JSECA	2	Sr. Administrative	12,711	24,468
SECRETARY B PARALEGAL B JUVENILE JUSTICE PARALEGAL B	SECB PAB JPAB				
ATTORNEY A JUVENILE JUSTICE ATTORNEY A	ATTA JATTA	9	Sr. Professional	27,523	52,865
ATTORNEY B	ATTB				
CP - denotes participation in Career Prosecutor Development Program					
* Per Code of Virginia, §15.2-1627.1B, the salary of any employee of a Constitutional Officer cannot exceed 90% of the salary of the Constitutional Officer.					